

MEMORANDUM FOR: Chief, Procurement Division/OL
FROM: Chief, Building Planning Staff/OL
SUBJECT: Consultant Services for Master Plan and
Environmental Assessment

1. To begin the planning for consolidation of Agency components at the Headquarters site at Langley, it is requested that a professional consulting firm be contracted for developing both the Master Plan and the Environmental Assessment. Although these documents were prepared in 1972, design strategies and requirements have undergone revision and revalidation is recommended.

2. The Building Planning Staff has met with Jerry Shiplett, Chief, Facilities, Planning and Environmental Branch/Planning Division/PBS/GSA, and reviewed proposed GSA procedures in contracting for this type of service. Their recommendations have been modified to suit Agency needs by the BPS and are attached for your review.

3. Although the GSA method of selecting such a consultant departs from the traditional A&E selection procedures, it has certain advantages to the Agency and is worthy of consideration. Therefore, it is requested that the following procedures be followed in the selection of a consultant for the Master Plan and the Environmental Assessment.

a. BPS and RECD jointly review RECD's consultant files and other available sources to select at least three, but no more than six firms for consideration. This effort should be accomplished in one or two days.

b. Each of the selected firms will be briefed on the project and questioned concerning their interest, capability, experience, and availability. This interview period should be completed in one week. Scheduling will be arranged by BPS/OL and RECD/OL.

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c. Those firms that express interest in the project submit a technical and price proposal to accomplish the task. The invitation will include the Statement of Work and the Proposal Instruction. This bidding period should take approximately two weeks. PD/OL is requested to advise of any procurement regulations concerning selection of A&E consultant services based on professional qualifications and price.

d. Bids will be evaluated by BPS, RECD, and PD and a recommendation for selection made to the Director of Logistics. This evaluation can probably be accomplished in two days.

e. With the approval of the Director of Logistics a contract can be prepared and the work begun.

4. It is projected that this procedure would take approximately six weeks. Therefore, the consultant could start work on 1 July 1981 and be ready to begin NCPC review no later than 1 January 1982.

5. [] BPS contacted [] RECD and [] PD last week to initiate the selection process. Interviews with four to six consulting firms are being scheduled for the last week in May.

cc: DC/RECD

Statement of Work

1. Background

When the C.I.A. Headquarters Building was designed and constructed (1955-1962), funding constraints made it impossible for the Agency to be consolidated in one location. Personnel and functions not accommodated in the new Headquarters Building remained in other facilities in the District of Columbia, and Northern Virginia.

A preliminary Master Plan was approved by NCPC on December 7, 1972 which provided for the consolidation of C.I.A. personnel and functions at the Langley site. To achieve this, construction of new building clusters containing 1,000,000 gross square feet of office space was recommended.

Nine years have passed since the preliminary Master Plan was approved. In the intervening periods there have been changes in space requirements and design strategies that may make the proposed campus plan obsolete.

In view of the foregoing, there is a need for the preparation of the Final Master Plan for the C.I.A. which will examine the concepts prescribed in the preliminary Master Plan and incorporate any new design ideas for the consolidation of the Agency.

Along with the preparation of the Final Master Plan, an amended Environmental Assessment must also be prepared to examine the relationship of the site's development to national, regional and local plans, long and short term uses of the environment, unavoidable adverse environmental impacts, and irreversible and irretrievable commitment of resources.

2. Scope of Work

The Consultant shall perform professional services necessary for this project. Such services shall include the following:

A. Project Activity Network Plan

Prepare and submit for approval by the Contracting Officer five (5) copies of a narrative and graphic activity network plan for the conduct of the project work phases. The plan is to include a detailed network diagram listing all key activities with related completion time frames. The narrative portion of the plan shall include a discussion of the network and network

phasing rationale, shall reflect the Consultant's knowledge of applicable laws and regulations and their impact on the project, and shall include a listing of Federal, state, and local and private or public agencies and/or community/citizen groups whose input and comments are considered vital to the successful accomplishment of the project.

B. Final Master Plan and Amended Environmental Assessment

The Consultant shall perform the following services in connection with the preparation of a final Master Development and Master Utility Systems Plan and the preparation of amended Environmental Assessment.

(1) After initial review of the existing information in the Preliminary Master Plan and the Environmental Assessment, the Consultant will meet with C.I.A. staffs and receive guidance on: (a) revision and updating of previously compiled data (b) transportation, street traffic, and parking.

(2) Prepare and submit for approval by the Contracting Officer ten (10) copies of an outline of the amended Environmental Assessment in accordance with GSA Order PBS 1095.4A, "Preparation of Environmental Assessments and Environmental Impact Statements."

(3) Prepare and submit for approval by the Contracting Officer ten (10) copies of a draft Final Master Development Plan or modification or alteration of the current approved Preliminary Master Development Plan, depending on the land use and/or disposition alternative selected by the Contracting Officer, together with a draft Master Utility Systems plan in support of the physical development plan. These plans shall include preliminary plans and drawings delineating land use, building mass, circulation patterns (pedestrian, vehicular and service facilities), proposed project phasing, space use by functional category, cooperative use options, elevations, landscape treatment, special features, utility systems, etc., with appropriate text, study model, maps, photographs and other illustrative material.

(4) Prepare and submit for approval by the Contracting Officer ten (10) copies of a preliminary text of the amended Environmental Assessment. Consult with and obtain the views of staff officials so as to accurately reflect official agency positions. Documentation submitted shall include an Administrative Record of all

meetings, to include the name of the official contacted, the date, the subject discussed and the Agency position thereon; a listing of all Federal, regional and local agencies and other interested parties from whom comments have been received; descriptions of any measures that must be taken by the C.I.A. or the General Services Administration or other agencies in the development of a course of action to minimize adverse environmental effects resulting from the proposed Federal action; a listing and description of those actions which the responsible agencies propose to initiate in order to avoid or to the greatest extent possible any adverse environmental impacts likely to result from the proposed Federal action; and selected photographs, maps, sketches and drawings reflecting a visual documentation of the selected Master Development and Utility Systems Plans.

(5) Prepare and submit for approval by the Contracting Officer ten (10) copies of estimated cost data for total plan implementation. Cost data shall be developed to show cost for major parts of the project such as site work, utilities, foundations, building shell, finishes, HVAC, electrical and special equipment.

(6) Make presentations of the draft Final Master Development Plan and Utility Systems Plan drawings and other pertinent plans and amended Environmental Assessment documentation to the Contracting Officer and in conjunction with representatives of the C.I.A. and the General Services Administration, to the National Capital Planning Commission for review and comment.

(7) Submit a camera ready copy of the amended Environmental Assessment, a final Master Development Plan, and a supporting final Master Utility System Plan, all incorporating all revisions and comments of the Contracting Officer, the National Capital Planning Commission, and GSA. Working in joint participation with representatives of C.I.A. and the General Services Administration, seek to obtain the necessary approvals of the developed plan from the National Capital Planning Commission. The final Master Development Plan shall include the following:

(a) A site development model to a scale of 1 inch equals 100 feet of the Langley, VA site and its environs. The model shall extend at least one block beyond the immediate site boundaries to show access to the site, including access to and from the George Washington Parkway, Route 123 and Route 193.

(b) Three (3) mounted color photographs (20" x 30") of the model shall be submitted for presentation.

(c) Five (5) sets of 35 mm. color slides of the model.

(d) One set of plastic film reproducible drawings (1 inch equals 100 feet or 200 feet as appropriate). .004 inch with matte finish both sides, of all development plans showing land use, building massing, circulation, utility systems, landscaping, special plan features, general index map, index of structures, etc.

(e) Two sets of colored presentation drawings delineating redevelopment, land use, circulation systems, building massing, landscaping, space usage, sections, phasing systems, etc.

(f) Three perspective renderings (color) of the Development Plan, one showing an overall view and two depicting special interest areas.

3. Schedule of Submission

The Consultant shall complete the services required in the Scope of Work and submit the required reports, drawings, and related documents to the Contracting Officer in accordance with the following schedule. The completion for all services under this contract is 120 calendar days from date of award.

<u>Submission</u>	<u>Calendar Days</u>
Project Activity Network Plan	No later than 14 days after Notice to Proceed.
Amended Environmental Assessment Outline	No later than 30 days after Notice to Proceed.
Draft Amended Environmental Assessment	No later than 70 days after approval by the Contracting Officer of the Amended Environmental Assessment Outline.
Draft Final Master Plan, Draft Master Utility Systems Plan, and estimated cost data	No later than 90 days after Notice to Proceed.
Final Amended Environmental Assessment, Final Master Plan, and Final Master Utilities Plan	No later than 120 days after Notice to Proceed.

4. Consultant's Responsibilities

- A. Furnish written reports of his work on a monthly basis.
- B. Pay all shipping and reproduction charges for all charts, sketches, drawings, manuscripts, and other documents submitted to the Contracting Officer.
- C. Make at least one formal presentation to the Government during or at the completion of each phase of the contract and make presentations to the National Capital Planning Commission as required in order to obtain their approval of the Final Master Plan and the Environmental Assessment.
- D. Confer with and obtain the views of all appropriate Federal, regional, and local government agencies, private and public utility companies, transit companies, and interested citizen/community groups.
- E. Utilize, in the performance of the contract, those personnel and additional Consultants proposed to and accepted by the Government prior to award of the Contract. Substitutions shall not be made without prior written approval of the Contracting Officer.
- F. Verify where appropriate, revise existing data contained in the 1972 Preliminary Master Plan and the Draft Environmental Description for the C.I.A. in Langley, Virginia.

5. Government Responsibilities

- A. Review all material submitted by the Consultant.
- B. Furnish necessary space data in terms of net occupiable square feet for the project.
- C. Make available to the Consultant copies of the 1972 Preliminary Master Plan, the Draft Environmental Description, and other available data concerning land use planning within the National Capital Region and the Langley Virginia area. It will be the Consultant's responsibility to verify this data. Certain information contained therein has been subjected to change since the data was originally compiled and evaluated.

- D. Make available to the Consultant appropriate C.I.A. and GSA handbooks, specification and reference data, building plans, etc., as necessary.
- E. Confer with and advise the Consultant on appropriate contact sources in Federal and local government agencies, public and private utility companies, and assist the Consultant in arranging meetings with designated officials.
- F. Make available to the Consultant an up-to-date survey of the site.